

**Education Program Coordinator**  
**0.5 FTE**

**Position:** Education Program Coordinator (hourly) – 20 hours per week

Salary: \$12 -15 per hour

Benefits: not applicable

Vacation: not applicable

The Flint River Watershed Coalition is seeking a part time Education Program Coordinator. This staff position coordinates four programs and volunteer recruitment, requires some evenings and weekends, and involves outdoor work. This is half-time position, with the potential to move into a larger role in the organization in the future.

**Flint River GREEN (0.20)**

- Serve in a leadership capacity for all GREEN activities
  - Coordinate and attend monthly Flint River GREEN planning meetings.
  - Act as liaison with all GREEN participants – mentors, teachers, students, school district staff, community leaders, FRWC staff and board, and vendors.
  - Recruit, retain, and coordinate with Flint River GREEN teachers - help ensure teachers' comfort with the program and facilitate teacher retention.
- Develop a program budget, in conjunction with development of the organizational budget.
- Manage the inventory of GREEN supplies, including ordering, distribution, and disposal.
- Lead the implementation of the Student Summit, including coordinating details with Kettering (or other host destination if we leave Kettering), arranging for speakers, food, and any other details associated with the Summit.
- Develop and distribute promotional materials for the various GREEN components, including newsletter articles both before and after the events.
- Tabulate all data gathered in association with GREEN, including testing data and survey data.
- Develop surveys of participants in GREEN, including teachers, mentors, students. Analyze survey results in order to develop program improvements.
- Working with the executive director, develop additional sources of grant and sponsorship funding.
- Create an "operating manual" for the GREEN program. This would include a binder with a basic outline/timeline of program components, a list of valuable contacts, helpful hints-what works/what does not, supplies, media information, etc.
- Develop a final report by the end of June that can be used to solicit funds for the GREEN program.
- Ensure timely reporting to sponsors/donors.
- Program runs from September to May, with most activity in March – May.

**Storm Drain Stenciling (0.10)**

- Recruit individuals or groups to volunteer for the program, and conduct 10 stenciling sessions.
- Collect data regarding location, number of stencils painted, and number of door hangers placed.
- Develop (along with the executive director) and implement a survey of participants. Analyze survey results to develop organizational improvements.
- Develop a program budget, in conjunction with development of the organizational budget.
- Manage the inventory of stenciling supplies, including ordering, distribution, and disposal.
- Ensure timely reporting to sponsors/donors.

- Create an “operating manual” for the Stenciling program. This would include a binder with a basic outline/timeline of program components, a list of valuable contacts, helpful hints-what works/what does not, supplies, media information, etc.
- Program runs primarily from April – October

#### **Volunteer Service Program (0.10)**

- Assist in recruiting volunteers for all FRWC programs, including developing outreach materials, training materials, attending events, serving as first contact for individuals looking to volunteer with the FRWC.
- Develop plans for volunteer retention and recognition for each program. Identify ways to improve volunteer experiences.
- Develop (along with the executive director) and implement a survey of participants. Analyze survey results to develop organizational improvements.

#### **Staff support for the Friends of the Flint River Trail (0.05)**

- Maintain the FFRTs mailing list and data entry of new riders
- Available to lead/coordinate Sunday trail runs as needed
- Work with FFRT leaders during their winter planning session, and assist in planning their clean up the last week of April (that coincides with the FRWC clean up).
- Most activity is focused between May and September.

#### **Flint River Fishing program (0.05)**

- Work with Fish the Bricks fishing tournament planning committee to implement June fishing tournament.
- Develop outreach around Free Fishing Days in February and June.
- Develop outreach to angling community during summer months.

#### **Minimum Qualifications**

- Interest in environmental issues (watershed knowledge is a plus)
- Good communication skills are a must. Written, verbal, public speaking, and ability to interact with small and large teams
- Fishing and biking experience (or willingness to learn)
- Attention to detail
- Proficiency with Microsoft Office products
- Reliable transportation
- Ability to work both independently and as a trusted team member
- An advanced degree is not required, but is encouraged

#### **Desired (but not mandatory) Qualifications**

- Familiarity with the Flint River and its watershed
- Possession of a reliable bike
- Experience as a volunteer and/or managing volunteers